



Little Traverse Bay Bands of Odawa Indians

TRIBAL ELECTION BOARD

Carol Quinones, Chairperson (2021)

Melissa Shomin, Vice-Chairperson (2023) Carla Osawamick, Secretary (2023)
Jon Shawa, Treasurer (2021) Alice Hughes, Board Member (2021)

**Saturday, February 29, 2020
MINUTES**

CALL TO ORDER

Meeting was called to order by Chairperson Quinones at 9:15 a.m.

ROLL CALL

Carol Quinones, Chairperson	Present
Melissa Shomin, Vice-Chairperson	Present
Carla Osawamick, Secretary	Present
Jon Shawa, Treasurer	Present
Alice Hughes, Board Member	Present

Quorum is present.

GUESTS:

None.

PUBLIC COMMENT

None.

APPROVAL OF THE AGENDA

Motion made by Treasurer Shawa and supported by Board Member Hughes to approve the agenda for 2/29/20 as presented by Chairperson Quinones.

Motion read back by Secretary Osawamick.

4 Enh 0 Kaa 0 Kaa Maamda (Abstained) 1 Kaawiin Maampii (Vice-Chairperson Shomin, Absent)

Motion carried.

APPROVAL OF MINUTES

Motion made by Secretary Osawamick and supported by Chairperson Quinones to approve the minutes of Saturday, 2/1/2020 as amended and presented by Secretary Osawamick.

Motion read back by Secretary Osawamick.

3 Enh 0 Kaa 1 Kaa Maamda (Treasurer Shawa, Abstained) 1 Kaawiin Maampii (Vice-Chairperson Shomin, Absent)

Motion carried.

Vice-Chairperson Shomin arrives 9:30 a.m.

REPORTS

Chairperson Quinones

- Making arrangements with Automated Election Services (AES) for Election Board training.
- Worked with Election Board Treasurer, CFO and Election Board accountant, Kurt Lasley on submitting 2021 Election Board budget.

Motion made by Board Member Hughes and supported by Treasurer Shawa to accept the verbal report of Chairperson Quinones.

Motion read back by Secretary Osawamick.

5 Enh 0 Kaa 0 Kaa Maamda (Abstained) 0 Kaawiin Maampii (Absent)

Motion carried.

Vice-Chairperson Shomin

- Worked in office to begin organizing paperwork.
- Reviewed Voter Registrations lists, anticipating use of a new and improved method of keeping these records as a result of upcoming training.

Motion made by Secretary Osawamick and supported by Chairperson Quinones to accept the verbal report of Vice-Chairperson Shomin.

Motion read back by Secretary Osawamick.

5 Enh 0 Kaa 0 Kaa Maamda (Abstained) 0 Kaawiin Maampii (Absent)

Motion carried.

Treasurer Shawa

- Working on contract with AES.
- Now has access to LTBB's accounting program, Microix, and need to set up a work flow chart that details requesters and approvers. This program gives access to the Treasurer to Election Board budgets, and purchasing.
- Entered and submitted 2021 Election Board Budget on 2/18/2020 as developed by Chairperson Quinones and approved by Election Board, for total of \$171,974.
- Check post office mail box, and paid the dues for 2020.

Motion made by Board Member Hughes and supported by Secretary Osawamick to accept the verbal report of Treasurer Shawa.

Motion read back by Secretary Osawamick.

5 Enh 0 Kaa 0 Kaa Maamda (Abstained) 0 Kaawiin Maampii (Absent)

Motion carried

Secretary Osawamick

- Submitted Approved Minutes of 12/21/19 to be posted to webpage. Emailed approved Minutes of 12/21/19, Draft Minutes from 2/1/20, Work Session Agenda for February work sessions, and 2020 Workplan to Election Board and posted to p-drive.

- Uploaded Election Board folders and documents to p-drive, updated and organized.

Motion made by Vice-Chairperson Shomin and supported by Treasurer Shawa to accept the verbal report of Secretary Osawamick.

Motion read back by Secretary Osawamick.

5 Enh 0 Kaa 0 Kaa Maamda (Abstained) 0 Kaawiin Maampii (Absent)

Motion carried.

Board Member Hughes
No Report.

ADDITIONAL BUSINESS

Registered Voters Update: 3 new voters registered, 1,877 Registered Voters as of today, February 29, 2020.

ACTION ITEMS:

Work Flow Chart for access to LTBB's Microix accounting program. Chairperson Quinones is authorized to submit the annual budgets and budget modifications for the Election Board. In the absence of the Chairperson, with approval of the Election Board, Treasurer Shawa is authorized to submit the budgets and budget modifications. With approval of the Election Board, Treasurer Shawa is authorized to submit purchase and travel requisitions to be approved by Chairperson Quinones. In the absence of either the Chairperson or the Treasurer, Secretary Osawamick is authorized to submit requisitions and Treasurer Shawa is authorized to approve. At no time will the requester and approver be the same person.

The Microix Work Flow Chart form will stipulate:

Approver: Chairperson Quinones

Substitute Approver: Treasurer Shawa

Requester: Treasurer Shawa

Substitute Requester: Secretary Osawamick

Motion made by Board Member Hughes and supported by Chairperson Quinones to have Treasurer Shawa create the Microix Work Flow Chart of requesters and approvers as outlined above.

Motion read back by Secretary Osawamick.

5 Enh 0 Kaa 0 Kaa Maamda (Abstained) 0 Kaawiin Maampii (Absent)

Motion carried.

NEXT WORK SESSION/MEETING

Work Session: Friday, March 13, 2020, 5:00 p.m.

Work Session: Saturday, March 14, 2020, 9:00 a.m.

Work Session: Friday, March 27, 2020, 5:00 p.m.

Regular Meeting: Saturday, March 28, 2020, 9:00 a.m.

ADJOURNMENT

Meeting adjourned by Chairperson Quinones at 11:15 a.m.

These minutes have been read and are approved as amended/written.



Carla Osawamick, Election Board Secretary

9/19/2020

Date